

FMIS APPLICATION TERMINATION FORM

FMIS FORM #TERM02

05/31/06

USER INFORMATION ADC LOGONID		Email Address	Effective Date	
Employee Name		Employee Title	Phone	
Agency Name	Agency Code		Employee Termination / Transfer Date	

FORM IS ONLY TO BE USED WHEN EMPLOYEE LEAVES OR ACCESS IS NO LONGER NEEDED TO FMIS APPLICATIONS

ADPICS - PURCHASING	<input type="checkbox"/> INACTIVATE	Comment:
R*STARS - ACCOUNTING	<input type="checkbox"/> INACTIVATE	Comment:
ADHOC – FOCUS	<input type="checkbox"/> DELETE Rstars Access <input type="checkbox"/> DELETE Adpics Access <input type="checkbox"/> DELETE Tess Access	Comment:
TESS – TIMEKEEPING	<input type="checkbox"/> DELETE	Comment:

FMIS Office Use Only:

___ Remove Rstar Vendor Coordinator

FMIS Office Use Only:

___ Remove Adpics Vendor Coordinator

___ Remove Adpics Commodity Liaison

GAD signature

DGS Signature

APPROVALS: Ensure Functional Coordinator is for proper Application

Agency FMIS/ADPICS Functional Coord: Approved ___ Denied * ___ Signature _____ Date _____ Phone _____

Agency R*STARS Functional Coord: Approved ___ Denied * ___ Signature _____ Date _____ Phone _____

Agency TESS Functional Coord: Approved ___ Denied * ___ Signature _____ Date _____ Phone _____

Agency FMIS Security Officer: Approved ___ Denied * ___ Signature _____ Date _____ Phone _____

DBM FMIS Security Officer: Approved ___ Denied * ___ Signature _____ Date _____ Phone _____

FMIS Control Clerk: Date Completed _____ Initials _____ *Reason for Denial _____

The following procedures should be used to delete a security profile from ADPICS, R*STARS, FOCUS ADHOC and TESS Security.

ADC Logon ID: Enter logon ID of the user who is no longer at the agency.

Employee Email Address: Enter the employee email address

Effective Date: Enter the date that the request is to be effective.

Employee Name: Enter the full name of the user.

Employee Title: Enter the title of the user.

Phone: Enter user telephone number, including area code and any extension.

Agency Name: Enter the home agency name of the user.

Agency Code: Enter the Agency Profile Code associated with the user's Financial Agency.

Employee Termination/Transfer Date: The date the employee leaves the agency.

APPLICATION REMOVAL SECTION:

Check box for each application (Adpics, Rstars, Adhoc & Tess) that is applicable to employee leaving agency

For Adhoc: check which access application will be removed

Note: Adpics and Rstars are inactivated; Adhoc and Tess are deleted.

APPROVALS SECTION:

Agency FMIS/ADPICS Functional Coordinator: The Agency FMIS Functional Coordinator OR if the agency has specific Functional Coordinators for Adpics indicates whether the request is approved or denied and signs and dates the form.

Agency R*STARS Functional Coordinator: The Agency R*STARS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

Agency TESS Functional Coordinator: The Agency TESS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

Agency FMIS Security Officer: The Agency FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form. The Security Officer sends approved requests to the DBM/EIS Security Services, 45 Calvert Street, Annapolis, MD 21401.

DBM FMIS Security Officer: The FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form.

FMIS Control Clerk: The FMIS Security Control Clerk initials and dates the form when the data entry is completed